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ABSTRACT

Of 2336 institutions of higher education queried on the distribution of noncredit activities in 1967-68, 1102 responded affirmatively. The bulk of this study is comprised of tables and charts based upon information received from these institutions. Highlights are summarized. A questionnaire, which is appended, was used to gather data. Some of the conclusions were that (1) over 5.6 million people registered for these activities in approximately 731 public and 371 private institutions, (2) 2/3 of the total number of institutions sponsoring these activities were the 2 year publicly controlled institutions and the 4 year nonuniversity privately controlled institutions; (3) 46% of registrants were in conferences, institutes, and workshop methods; 6% were in closed circuit and broadcast television. The balance were in conventional methods of study. (Author/NF)

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OE-13036

NONCREDIT ACTIVITIES IN INSTITUTIONS OF HIGHER EDUCATION, 1967-68

Institutional Distribution

By

Florence B. Kemp
Adult and Vocational Education Surveys Branch

HE 001 598

U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
Office of Education

Robert H. Finch, Secretary

James E. Allen, Jr., Assistant Secretary and Commissioner of Education

James J. Gallagher, Deputy Assistant Secretary and Deputy Commissioner for Planning, Research, and Development

National Center for Educational Statistics
Dorothy M. Gilford, Assistant Commissioner for Educational Statistics

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FOREWORD

A major problem in developing a program for measuring continuing education (or adult education) is the difficulty of formulating a commonly accepted definition of the field and its scope. Other complications arise because most of the adult activities are peripheral to the main purpose of the responsible organizations. Nevertheless, the planning of a survey requires the working resolution of these difficulties. The definitions and data presented here may thus serve as a base for a more common terminology and a better understood description of higher adult education, especially the noncredit activities which are the subject of this report.

American education as a lifetime process cannot be adequately described without the determination of the type and extent of education that is furnished to adults and that does not lead to a diploma or a degree. The present report on such activities in colleges and universities is a first step in this direction.

The project was undertaken first as a survey of selected adult education activities, both credit and noncredit, in institutions of higher education. But present recordkeeping practices and the absence of an acceptable and measurable definition of "adult" made it advisable to limit the analytic scope of this survey to their noncredit activities.

This report addresses itself primarily to the distribution of noncredit activities among institutions. Later reports will discuss the extent of registrations and will take fuller advantage of data on noncredit community service activities and on professional refresher programs reported by the institutions of higher education.

Major credit for contributions to the present report must be given to the army of cooperative persons in the various institutions who, in spite of organizational difficulties and many other demands on their time, assembled and reported the information for their institutions. Their interest in this survey and the presentation of their problems was highly informative and stimulating, helping to make this report more meaningful and providing a better groundwork

for future surveys. Appreciation must also be extended to the Higher Education Surveys Branch (National Center for Educational Statistics), which is primarily responsible for the administration of the Higher Education General Information Survey of which this survey was a part. Without the benefit of their previous experience and cooperation, the data collection for this survey would have been much more difficult.

Finally, considerable help was furnished by colleagues both within and outside the Office of Education whose background in higher adult education and in survey procedures contributed to our planning. Particular mention should be made of the Joint Committee on Data and Definitions of the Association of University Evening Colleges and the National University Extension Association. This Committee concurred in the need for this survey and gave us the benefit of its experience in collecting data from its members. The responsibility for this survey is, however, solely that of the Office of Education.

Other surveys on continuing education are in progress or being planned. In a new undertaking such as this, frank and constructive comments will be very helpful and will be appreciated.

Morris B. Ullman, Chief
Adult and Vocational Education
Surveys Branch
Division of Survey Planning and
Analysis
National Center for Educational
Statistics

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HIGHLIGHTS

One-half of the institutions of higher education in the United States offered noncredit continuing (adult) education activities in 1967-68. However, more than one-half of the institutions had either noncredit or degree credit optional continuing education activities.

Two-thirds of the publicly controlled and one-third of the privately controlled institutions offered noncredit activity.

Registrations in noncredit activities totaled at least the 5.6 million reported in this survey for 1967-68.

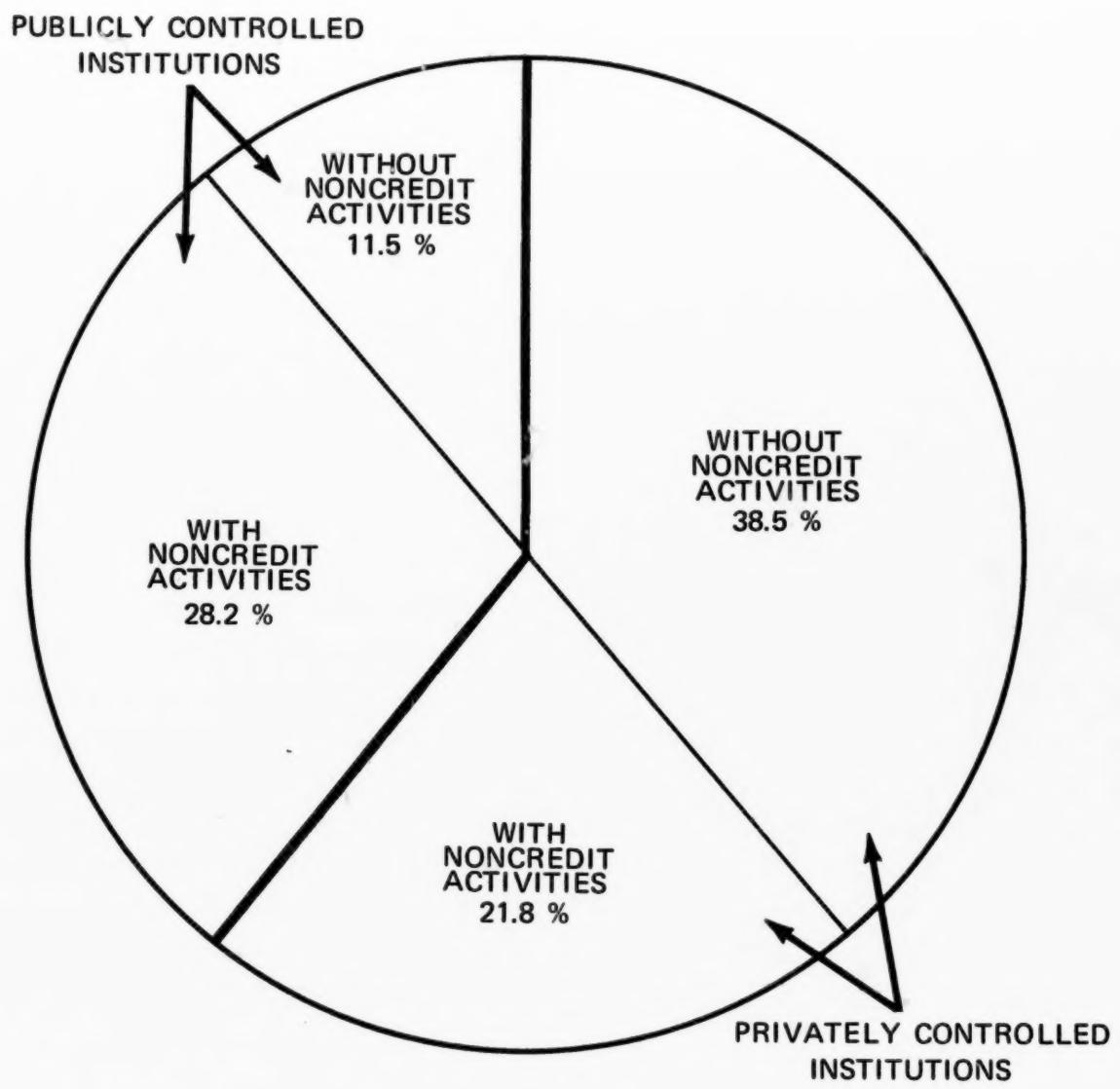
Universities had the highest rate of participation. In the publicly controlled group, nearly 99 percent had noncredit activities and in the privately controlled group, 86 percent.

But the largest numbers of institutions sponsoring noncredit adult education activities were the 2-year publicly controlled institutions and the 4-year (nonuniversity) privately controlled institutions. Together they accounted for two-thirds of the total.

While the traditional methods of instruction retain importance in terms of number of institutions using them, the widespread use of the conference, institute, and workshop methods stands out, accounting for about 46 percent of the noncredit registrations.

The newer instructional techniques are also represented in the survey. For example, closed circuit and broadcast television and radio instruction account for about 6 percent of the noncredit registrations.

CHART 1, --DISTRIBUTION OF INSTITUTIONS OF HIGHER EDUCATION WITH AND WITHOUT NONCREDIT ACTIVITIES, BY CONTROL: UNITED STATES, 1967-68


PUBLICLY CONTROLLED INSTITUTIONS
WITHOUT NONCREDIT ACTIVITIES 11.5 %
WITH NONCREDIT ACTIVITIES 28.2 %
WITHOUT NONCREDIT ACTIVITIES 38.5 %
WITH NONCREDIT ACTIVITIES 21.8 %
PRIVATELY CONTROLLED INSTITUTIONS

INTRODUCTION

Continuing or adult education has been defined as organized learning for adults or out-of-school youth that does not lead to a diploma or a degree. In the survey "Selected Adult Education Activities in Institutions of Higher Education, 1967-68," information was requested for both the noncredit and the degree credit optional activities in continuing education. Such activities are not usually included in reports on higher education since they are often considered service activities and not necessarily part of the formal program of the institution.

At least 1,223 of the 2,336 institutions[1/] of higher learning in the United States reported adult education activity in 1967-68. These activities accounted for at least the reported 6.5 million registrations; about 5.6 million were in noncredit activities and 0.9 million in activities identified as "degree credit optional," not normally used for credit toward a degree or other formal award.

1/ The survey form used in collecting these data was mailed with the Higher Education General Information Survey to institutions which were in the higher education universe in the fall of 1968. Since the data requested refer to the school year 1967-68, coverage was adjusted to the fall 1967 universe of 2,367 institutions. By the time of reporting, however, 31 institutions had merged with other schools. These reports were combined to show a universe of 2,336 institutions. The numbers exclude the service academies and institutions in the outlying areas.

More than 94 percent of the institutions responded to the survey, and more than half of the surveyed institutions reported that they offered continuing education activities. Almost all of the nonrespondents were among the newer and/or smaller institutions. The results are summarized as follows:

Surveyed institutions	Number	Percent
Total	2,336	100.0
Reporting adult education activity, (unduplicated)[2/]	1,223	52.4
Reporting noncredit activity	1,102	47.2
Reporting "degree credit optional"	612	26.2
Reporting no adult education activity	979	41.9
Not reporting	134	5.7

This report concentrates on the distribution of the 1,102 institutions offering noncredit work. Later reports will describe and analyze the registration data, the community development and community service programs, and professional refresher activities in addition to other topics.

Because of wide variations among institutions in both terminology and recording practices, extreme caution should be used in interpreting these data. "Noncredit activity" does not describe adult or continuing education completely since degree credit and nondegree credit work may also be involved. The same courses or activities that are reported as noncredit in one institution may be offered for degree credit in another.

There was also a problem in obtaining coverage for all segments of an institution; many institutions included only their extension activity. Although it was impossible to review coverage in detail, the data-editing procedures assured that there actually is more noncredit activity than reported here.

2/ Since an institution may offer both degree credit optional and/or noncredit activity, the total number of institutions with adult education activities (1,223) is not equal to the total number of institutions offering each type of activity. Of the 612 institutions, 491 reported both types of activity, and 121, only degree credit optional.

GENERAL NOTE

The data in this report refer to the United States (the 50 States and the District of Columbia).

Geographic regions. --The States within regions are as follows:

New England -- Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont
Mideast -- Delaware, District of Columbia, Maryland, New Jersey, New York, and Pennsylvania
Great Lakes -- Illinois, Indiana, Michigan, Ohio, and Wisconsin
Plains -- Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, and South Dakota
Southeast -- Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia
Southwest -- Arizona, New Mexico, Oklahoma, and Texas
Rocky Mountain -- Colorado, Idaho, Montana, Utah, and Wyoming
Far West -- Alaska, California, Hawaii, Nevada, Oregon, and Washington

In all tables, percentages may not equal the totals shown because of rounding.

EXTENT OF NONCREDIT ACTIVITIES

All types of institutions--universities, "other" 4-year, and 2-year institutions, both publicly and privately controlled--offer noncredit continuing education activities for adults. In 1967-68, more than 47 percent of the 2,336 institutions of higher education sponsored these activities, recording more than 5.6 million registrations.

Data from this initial survey give the number of participating institutions, but these data understate the total registration. The differences in coverage are largely due to problems of definition, decentralized school administrations, and variations in registration procedures.

The distribution of institutions offering noncredit activities among publicly and privately controlled institutions for the three levels (university, "other" 4-year, and 2-year) is shown in table 1.

As shown, two-thirds of the institutions in the public sector offer noncredit activity. Although small in number, universities have a participation rate of almost 99 percent. More than half of the "other" 4-year institutions and two-thirds of the 2-year institutions offer noncredit programs.

The 33 percent rate of participation among the privately controlled institutions is about half that of the publicly controlled, but in the number of institutions participating the gap is less. About two out of three of the publicly controlled institutions include this type of activity. By level, more than four out of five of the privately controlled universities, one out of three of the "other" 4-year institutions, and one out of four of the 2-year institutions sponsor this type of activity.

Table 1.--Number and percent of institutions of higher education reporting noncredit activities, by level and control: United States, 1967-68

Level	Survey total	Institutions reporting noncredit activity	
		Number	Percent of survey total
	Publicly and privately controlled		
Total	2,336	1,102	47.2
Universities	156	146	93.6
Other 4-year	1,411	534	37.8
2-year	769	422	54.9
	Publicly controlled		
Total	915	621	67.9
Universities	92	91	98.9
Other 4-year	308	169	54.9
2-year	515	361	70.1
	Privately controlled		
Total	1,421	481	33.8
Universities	64	55	85.9
Other 4-year	1,103	365	33.1
2-year	254	61	24.0

Distributions by Control and Level

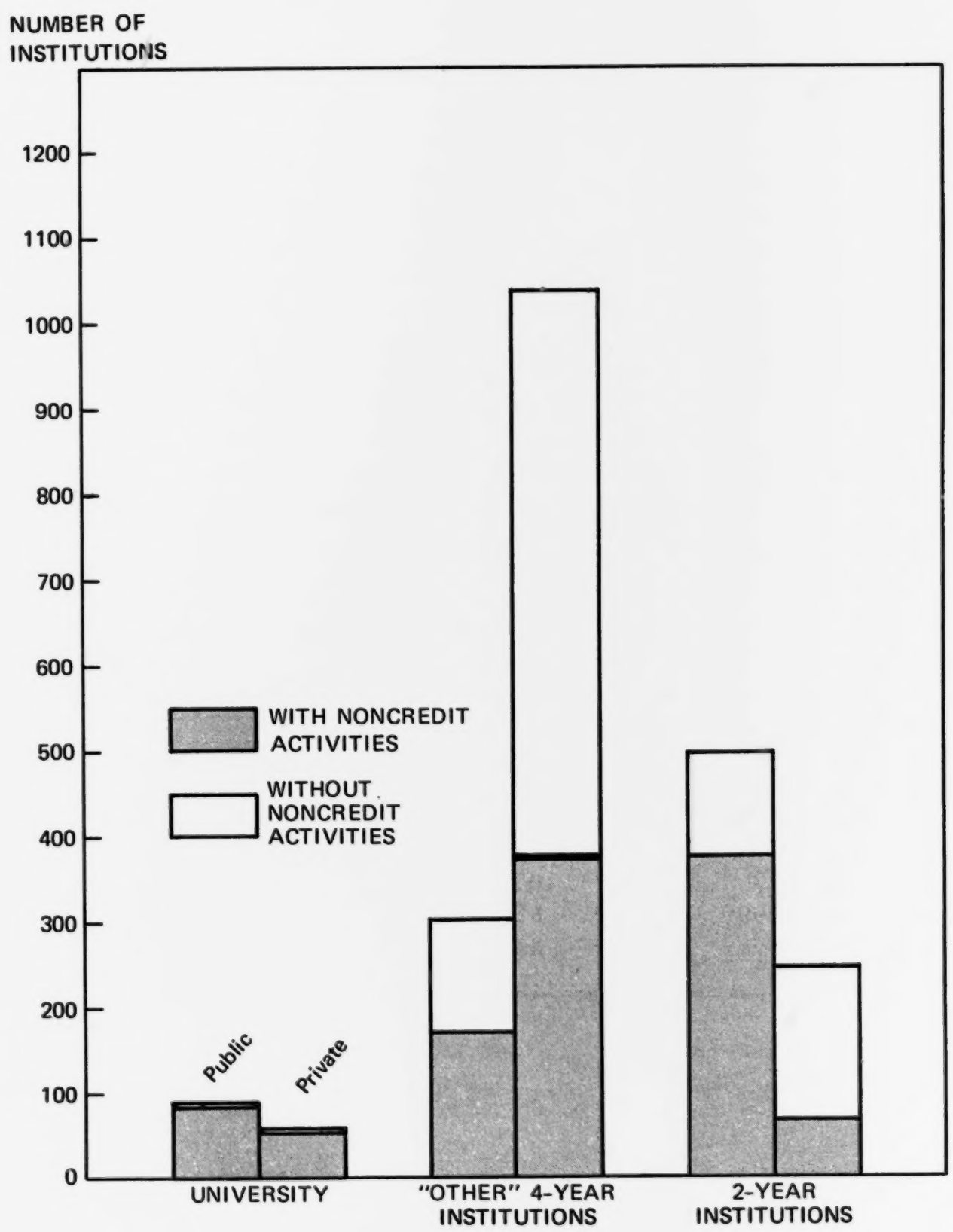
Percent distributions by control and level of the institutions reporting noncredit activities are shown in table 2. Nearly one-half of the 1,102 institutions offering noncredit programs are "other" 4-year institutions; they are heavily concentrated in the private sector. In contrast, over 56 percent are publicly controlled institutions and more than a majority of them are 2-year institutions. Additional details by region are presented in appendix tables A-1 through A-4c.

Chart 2 indicates the number of institutions with and without noncredit activities.

Table 2.--Percent distributions of the institutions of higher education with noncredit activities, by control and level: United States, 1967-68

Level	Total	Public	Private	Total	Public	Private
All institutions	100.0	100.0	100.0	100.0	56.4	43.6
Universities	13.2	14.7	11.4	100.0	62.3	37.7
Other 4-year	48.5	27.2	75.9	100.0	31.6	68.4
2-year	38.3	58.1	12.7	100.0	85.5	14.5

CHART 2. —INSTITUTIONS OF HIGHER EDUCATION WITH AND WITHOUT NONCREDIT ACTIVITIES, BY CONTROL AND LEVEL: UNITED STATES, 1967-68



Enrollment Size

Table 3 shows the distribution of the institutions with noncredit offerings in terms of their 1967 total opening fall enrollment size. Over 60 percent of the publicly controlled institutions offering noncredit work had enrollments ranging from 1,000 to 9,999 students. About 75 percent of the privately controlled institutions giving noncredit work had enrollments under 2,500. Institutions with enrollments of 1,000 to 2,499 formed the modal group in both distributions--about one-fourth.

Chart 3 presents these data graphically.

Further detail by enrollment size is given in appendix tables A-3 through A-4c. These tables show that the modal group for the publicly controlled institutions falls among the 2-year institutions; for the privately controlled institutions, the "other" 4-year group.

Table 3.--Institutions of higher education with noncredit activities, by total enrollment size and control: United States, 1967-68

Total enrollment size, fall 1967	Number of institutions			Percent distribution		
	Total	Public	Private	Total	Public	Private
Total	1,102	621	481	100.0	100.0	100.0
Below 200	61	1	60	5.5	.2	12.5
200 - 499	107	40	67	9.7	6.4	13.9
500 - 999	187	90	97	17.0	14.5	20.2
1,000 - 2,499	282	147	135	25.6	23.7	28.1
2,500 - 4,999	184	127	57	16.7	20.5	11.9
5,000 - 9,999	147	107	40	13.3	17.2	8.3
10,000 - 19,999	83	65	18	7.5	10.5	3.7
20,000 and over	51	44	7	4.6	7.1	1.5

CHART 3. --INSTITUTIONS OF HIGHER EDUCATION WITH NONCREDIT ACTIVITIES, BY TOTAL ENROLLMENT SIZE AND CONTROL: UNITED STATES, 1967-68

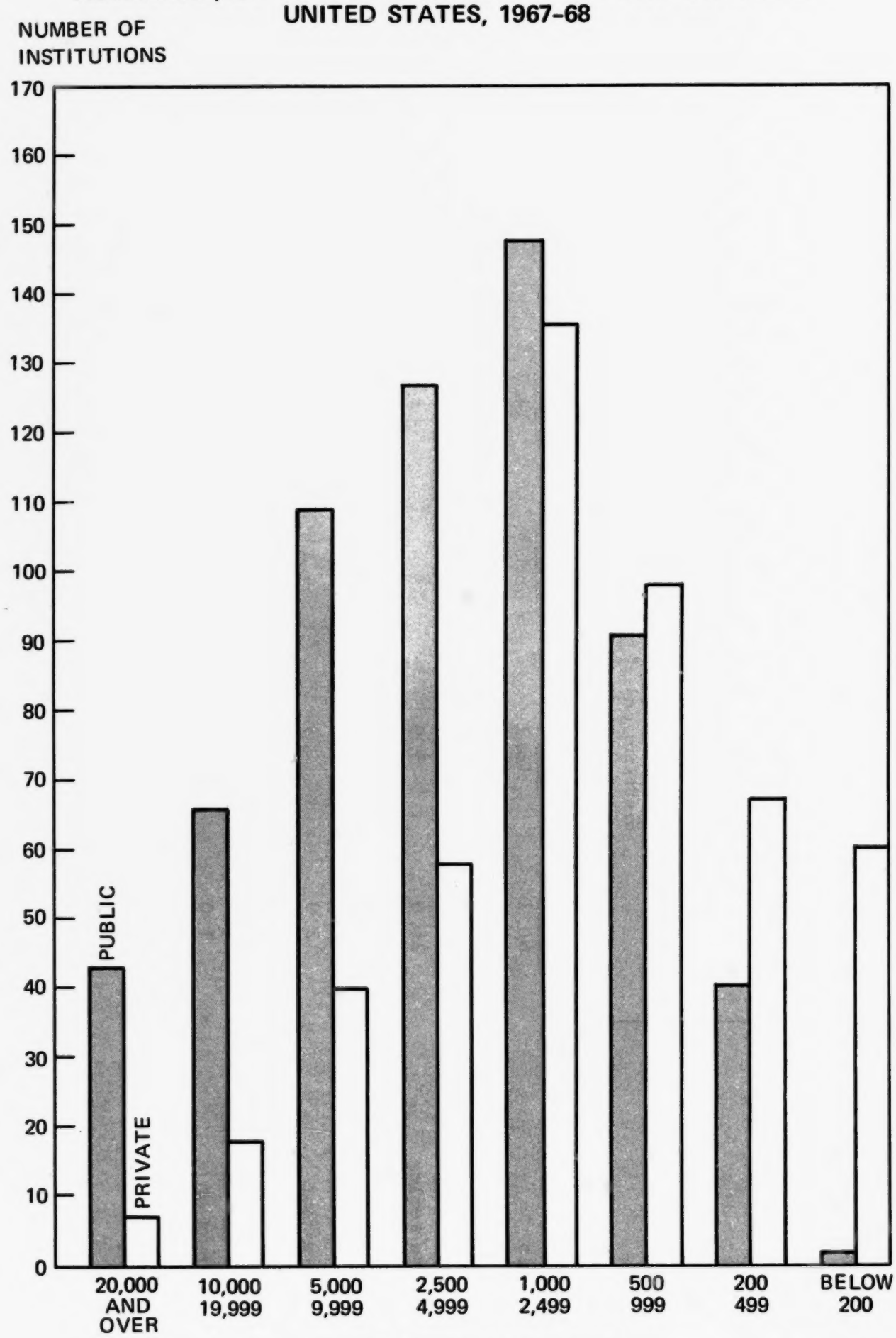


Table 4.--Types of instruction in institutions of higher education with noncredit activities, and estimated distribution of registrations, by control and type of instruction: United States, 1967-68

(Preliminary data. Institutions may use one or more of the types of instruction)

Type of instruction	All institutions		Publicly controlled		Privately controlled	
	Percent of institutions	Registrations (percent distribution)	Percent of institutions	Registrations (percent distribution)	Percent of institutions	Registrations (percent distribution)
Total	100.0	100.0	100.0	100.0	100.0	100.0
Classes	60.1	15.1	66.5	14.2	51.2	21.3
Short courses	53.1	12.8	60.1	12.7	43.5	13.7
Conferences, institutes, and/or workshops	62.4	46.1	63.3	46.8	61.1	41.8
Lecture series	26.9	5.9	28.6	4.8	24.6	13.4
Discussion groups	20.2	12.3	22.6	13.6	16.9	3.3
Correspondence courses	4.2	.7	5.1	.5	3.0	1.8
Closed-circuit TV instruction	2.9	.3	4.1	.2	1.2	.3
Broadcast TV instruction	4.5	3.4	6.6	3.8	1.6	.3
Closed-circuit audio instruction	1.0	.1	1.2	1/	.8	.2
Broadcast radio instruction	1.4	2.4	1.8	2.4	1.0	2.2
Seminar	4.8	.4	6.0	.4	3.0	.6
Other	5.3	.6	5.4	.5	5.0	1.0

1/ Less than 0.05

Types of Instruction and Registrations

Many instructional methods are used in conducting noncredit programs. Table 4 indicates the various methods and their frequency of use. Three-fifths of the institutions reported they used the traditional classroom method of teaching, covering about 15 percent of total registrations. The publicly controlled institutions more often than the privately controlled tended toward this method, but for a smaller proportion of their registration. Widely used in both publicly and privately controlled institutions is the conference, institute, or workshop technique, reaching half of the total registrations reported. The newer methods of instruction by radio and television were more often used by publicly controlled schools than by privately controlled, together involving about 6 percent of the total registrations.

SURVEY PROCEDURES

The OE form 2300-8, "Selected Adult Education Activities in Institutions of Higher Education, 1967-68," was mailed to colleges and universities as part of the Higher Education General Information Survey (HEGIS) in the spring of 1968. Its purposes were to determine the distribution and magnitude of selected continuing education activities in colleges and universities, to point the way to a better definition of the activity, and to provide information on which to base further studies.

Continuing higher education includes activities designed for adults and out-of-school youth who are not regularly enrolled as students in these institutions and whose interests are not ordinarily served by the regular degree programs. Estimated registration data were requested for all courses in continuing education completed between July 1, 1967, and June 30, 1968, or any other 12-month period in 1967-68. The data were requested for the entire institution to reflect the activities of undergraduate, graduate, and professional schools; schools of general studies; technical institutions in addition to those conducted by extension departments; and special institutes, bureaus, or other units of the institution. The consolidated data thus indicate activities of the main campus, branches, extension centers, and other units of the institution. Many institutions found it desirable to appoint coordinators to assemble data from the various subdivisions of the institution.

The estimated data were to be reported by the type of activity (classes, short courses, etc.) for two categories: degree credit optional and noncredit. Degree credit optional refers to certain types of recognition other than credit normally used toward a degree or other formal award. (See also definition in Appendix B, Survey Form.). The purpose of including the degree credit optional category was to provide data that will permit sharper delineation of credit activities in future studies. This report, however, centers on noncredit activities.

Registrations as reported involve duplication of individual persons. These registrations are the reported total number of individuals participating in each activity each time it is offered. Therefore, an individual is counted in total registrations each time he participates in an activity. Because few schools keep central records for noncredit activities, no attempt was made to reduce registrations to persons.

Excluded from this report are social or recreational activities that do not entail instruction, high school courses, activities for high school youth, and any activities of less than 3 hours of planned instruction. Excluded also are courses creditable toward academic degrees or similar awards and courses based on 1-year or 2-year curriculums.

The noncredit activities discussed in this report are presented by type of activity and control and level of institution. In later publications, community development and community service activities, and professional refresher courses will be analyzed separately. These activities reflect the increasing scope of continuing education and indicate the response of continuing education activities to the needs of the "crisis society."

DEFINITIONS AND EDITING PROCEDURES

In this report an institution was counted as having noncredit activity if one component reported such activity. Separate reports submitted by branches or other components of the institution were checked to preclude duplicated data for an institution.

Institutions are classified as shown in the Opening Fall Enrollment reports. They are classified as 4-year or 2-year according to length of program. The 2-year institutions offer programs extending at least 2 but less than 4 years beyond high school. Four-year institutions are further classified into two groups, universities and "other" 4-year. Universities are institutions which give considerable stress to graduate instruction, which confer advanced degrees as well as bachelor's degrees in a variety of liberal arts fields and which have at least two professional schools that are not exclusively technological. Four-year institutions not meeting these criteria make up the "other" 4-year group and include all institutions which grant bachelor's or higher degrees or some other type of recognition equivalent to such degrees (e.g., ecclesiastical recognition in a theological institution).

The methods of instructional activity presented in this report and the editing procedures used in reviewing the respondent forms are as follows:

Classes and short courses were defined as regularly scheduled meetings of formally organized groups. Short courses were those involving limited time periods and not tied to the institution time schedule. Generally, the data for these items were accepted as reported since the count followed a conventional pattern.

Conferences, institutes, and/or workshops were also generally accepted as reported and were defined as an organized instructional program which meets for 3 hours or more in continuous session except for meals and recesses.

Lecture series registrations were intended to show average attendance at a series and not actual attendance at each of the individual lectures. The data were included only when they were identified as community development and service programs or professional refresher activity. Large lecture series registrations were adjusted upon consultation with the respondent to show the average attendance per lecture in the series.

Discussion groups were sessions with major emphasis on the intellectual interaction of the group.

Correspondence courses involved a continuing exchange between instructor and student, primarily by mail, of noncredit offerings.

Closed-circuit audio and TV instruction are often used in conjunction with other types of activities. It is presumed that this figure was limited to programs where this method was dominant.

The "other" group was edited to transfer the data to identifiable types of activity mentioned above to which a transfer seemed reasonable. Seminars were made a separate activity, but the combined figure for seminars and "other" accounted for only 1 percent of the registrations reported.

This study reflects problems of reporting resulting from decentralized administration and lack of common terminology. For example, uniform reporting is virtually impossible because definitions and the interpretation of the definitions vary. Also the extent to which all relevant areas of activity within an institution may have been canvassed is not known. And the recordkeeping systems differ from institution to institution.

APPENDIX A: TABLES

The data in this report on institutions of higher education with noncredit activity are shown by control of institution (public or private), level of institution (university, "other" 4-year, or 2-year), and 1967 total opening fall enrollment size for the United States. The appendix tables present these data by geographic region.

Appendix table A-1 summarizes the survey response data by geographic region. It shows estimated registration data for degree credit optional and noncredit continuing education activities, the number of institutions reporting each of these activities, institutions without adult education activities, and those not reporting.

Table A-2 focuses on the distribution of institutions with noncredit activities by control, level, and region.

Tables A-3 through A-4c center on the regional distribution of institutions with noncredit adult education activities and 1967 total opening fall enrollment size: table A-3 for all institutions, by control; table A-4a for all institutions, by level; table A-4b for public institutions, by level; and table A-4c for private institutions, by level.

Table A-1.--Institutions of higher education reporting and not reporting adult education activities and estimated registrations, degree credit optional and noncredit programs, by region: United States, 1967-68

Region	Total number of institutions	Number of institutions						Estimated registrations	
		Reporting	With activities			Without activities	Not reporting	In degree credit optional programs	In noncredit programs
			Total	Degree credit optional	Noncredit				
Total - U.S.	2,336	2,202	1,223	612	1,102	979	134	922,933	5,643,958
New England	213	195	99	50	87	96	18	39,640	113,692
Mideast	457	437	242	105	221	195	20	89,610	611,254
Great Lakes	389	367	202	99	189	165	22	173,085	983,050
Plains	269	259	148	75	120	111	10	90,472	1,723,019
Southeast	505	472	249	126	230	223	33	117,130	1,009,452
Southwest	166	159	89	38	84	70	7	61,100	334,430
Rocky Mountain	62	60	42	30	39	18	2	32,044	197,653
Far West	275	253	152	89	132	101	22	319,852	671,408

Table A-2.--Number of institutions of higher education with noncredit activities, by control, level, and region: United States, 1967-68

Region	Total	Control		Level		
		Public	Private	University	Other 4-year	2-year
Total - U.S.	1,102	621	481	146	534	422
New England	87	32	55	10	51	26
Mideast	221	98	123	30	121	70
Great Lakes	189	86	103	27	105	57
Plains	120	64	56	16	58	46
Southeast	230	150	80	27	119	84
Southwest	84	60	24	15	29	40
Rocky Mountain	39	34	5	9	11	19
Far West	132	97	35	12	40	80

Table A-3.--Institutions of higher education with noncredit activities, by total enrollment size, control, and region: United States, 1967-68

Region	Total	Total enrollment size, fall 1967							
		Below 200	200-499	500-999	1,000-2,499	2,500-4,999	5,000-9,999	10,000-19,999	20,000 and over
All institutions									
Total - U.S.	1,102	61	107	187	282	184	147	83	51
New England	87	6	8	12	31	15	9	4	2
Mideast	221	15	20	36	45	52	29	12	12
Great Lakes	189	17	17	28	44	28	25	18	12
Plains	120	6	23	33	31	5	9	10	3
Southeast	230	3	18	50	74	34	30	14	7
Southwest	84	3	6	12	23	15	12	7	6
Rocky Mountain	39	2	8	3	8	5	9	2	2
Far West	132	9	7	13	26	30	24	16	7
Publicly controlled									
Total - U.S.	621	1	40	90	147	127	107	65	44
New England	32	--	3	3	13	6	3	4	--
Mideast	98	1	3	12	22	35	14	3	8
Great Lakes	86	--	2	9	14	19	17	13	12
Plains	64	--	12	17	13	3	8	8	3
Southeast	150	--	7	33	41	23	26	13	7
Southwest	60	--	3	4	20	11	9	7	6
Rocky Mountain	34	--	8	3	8	4	8	2	1
Far West	97	--	2	9	16	26	22	15	7
Privately controlled									
Total - U.S.	481	60	67	97	135	57	40	18	7
New England	55	6	5	9	18	9	6	--	2
Mideast	123	14	17	24	23	17	15	9	4
Great Lakes	103	17	15	19	30	9	8	5	--
Plains	56	6	11	16	18	2	1	2	--
Southeast	80	3	11	17	33	11	4	1	--
Southwest	24	3	3	8	3	4	3	--	--
Rocky Mountain	5	2	--	--	--	1	1	--	1
Far West	35	9	5	4	10	4	2	1	--

Table A-4a.--Institutions of higher education with noncredit activities, by total enrollment size, level, and region: United States, 1967-68

Region	Total	Total enrollment size, fall 1967							
		Below 200	200-499	500-999	1,000-2,499	2,500-4,999	5,000-9,999	10,000-19,999	20,000 and over
University									
Total - U.S.	146	--	--	--	1	8	45	50	42
New England	10	--	--	--	--	--	4	4	2
Mideast	30	--	--	--	--	2	11	8	9
Great Lakes	27	--	--	--	--	--	4	12	11
Plains	16	--	--	--	--	1	5	7	3
Southeast	27	--	--	--	--	2	9	10	6
Southwest	15	--	--	--	--	2	4	3	6
Rocky Mountain	9	--	--	--	--	--	5	2	2
Far West	12	--	--	--	1	1	3	4	3
"Other" 4-year									
Total - U.S.	534	46	49	89	156	96	75	17	6
New England	51	5	4	7	17	13	5	--	--
Mideast	121	12	12	24	24	30	13	3	3
Great Lakes	105	13	12	17	30	12	16	5	--
Plains	58	5	7	15	21	4	4	2	--
Southeast	119	2	7	16	46	24	20	4	--
Southwest	29	1	2	6	6	6	6	2	--
Rocky Mountain	11	1	--	--	3	3	4	--	--
Far West	40	7	5	4	9	4	7	1	3
2-year									
Total - U.S.	422	15	58	98	125	80	27	16	3
New England	26	1	4	5	14	2	-	--	--
Mideast	70	3	8	12	21	20	5	1	--
Great Lakes	57	4	5	11	14	16	5	1	1
Plains	46	1	16	18	10	--	--	1	--
Southeast	84	1	11	34	28	8	1	--	1
Southwest	40	2	4	6	17	7	2	2	--
Rocky Mountain	19	1	8	3	5	2	--	--	--
Far West	80	2	2	9	16	25	14	11	1

Table A-4b. --Publicly controlled institutions of higher education with noncredit activities, by total enrollment size, level, and region: United States, 1967-68

Region	Total	Total enrollment size, fall 1967							
		Below 200	200-499	500-999	1,000-2,499	2,500-4,999	5,000-9,999	10,000 19,999	20,000 and over
University									
Total - U.S.	91	--	--	--	--	2	18	36	35
New England	5	--	--	--	--	--	1	4	--
Mideast	8	--	--	--	--	--	1	2	5
Great Lakes	19	--	--	--	--	--	--	8	11
Plains	12	--	--	--	--	--	4	5	3
Southeast	21	--	--	--	--	1	5	9	6
Southwest	11	--	--	--	--	1	1	3	6
Rocky Mountain	7	--	--	--	--	--	4	2	1
Far West	8	--	--	--	--	--	2	3	3
"Other" 4-year									
Total - U.S.	169	--	1	8	31	48	62	13	6
New England	9	--	--	---	3	4	2	--	--
Mideast	34	--	1	3	3	16	8	--	3
Great Lakes	21	--	--	--	1	4	12	4	--
Plains	13	--	--	1	3	3	4	2	--
Southeast	57	--	--	4	15	14	20	4	--
Southwest	14	--	--	--	3	3	6	2	--
Rocky Mountain	10	--	--	--	3	3	4	--	--
Far West	11	--	--	--	--	1	6	1	3
2-year									
Total - U.S.	361	1	39	82	116	77	27	16	3
New England	18	--	3	3	10	2	--	--	--
Mideast	56	1	2	9	19	19	5	1	--
Great Lakes	46	--	2	9	13	15	5	1	1
Plains	39	--	12	16	10	--	--	1	--
Southeast	72	--	7	29	26	8	1	--	1
Southwest	35	--	3	4	17	7	2	2	--
Rocky Mountain	17	--	8	3	5	1	--	--	--
Far West	78	--	2	9	16	25	14	11	1

Table A-4c.--Privately controlled institutions of higher education with noncredit activities, by total enrollment size, level, and region: United States, 1967-68

Region	Total	Total enrollment size, fall 1967							
		Below 200	200-499	500-999	1,000-2,499	2,500-4,999	5,000-9,999	10,000-19,999	20,000 and over
University									
Total - U.S.	55	--	--	--	1	6	27	14	7
New England	5	--	--	--	--	--	3	--	2
Mideast	22	--	--	--	--	2	10	6	4
Great Lakes	8	--	--	--	--	--	4	4	--
Plains	4	--	--	--	--	1	1	2	--
Southeast	6	--	--	--	--	1	4	1	--
Southwest	4	--	--	--	--	1	3	--	--
Rocky Mountain	2	--	--	--	--	--	1	--	1
Far West	4	--	--	--	1	1	1	1	--
"Other" 4-year									
Total - U.S.	365	46	48	81	125	48	13	4	--
New England	42	5	4	7	14	9	3	--	--
Mideast	87	12	11	21	21	14	5	3	--
Great Lakes	84	13	12	17	29	8	4	1	--
Plains	45	5	7	14	18	1	--	--	--
Southeast	62	2	7	12	31	10	--	--	--
Southwest	15	1	2	6	3	3	--	--	--
Rocky Mountain	1	1	--	--	--	--	--	--	--
Far West	29	7	5	4	9	3	1	--	--
2-year									
Total - U.S.	61	14	19	16	9	3	--	--	--
New England	8	1	1	2	4	--	--	--	--
Mideast	14	2	6	3	2	1	--	--	--
Great Lakes	11	4	3	2	1	1	--	--	--
Plains	7	1	4	2	--	--	--	--	--
Southeast	12	1	4	5	2	--	--	--	--
Southwest	5	2	1	2	--	--	--	--	--
Rocky Mountain	2	1	--	--	--	1	--	--	--
Far West	2	2	--	--	--	--	--	--	--

APPENDIX B--SURVEY FORM

BUDGET BUREAU NO. 51-S67017
APPROVAL EXPIRES: 12-31-68

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF EDUCATION
WASHINGTON, D.C. 20202

HIGHER EDUCATION GENERAL INFORMATION SURVEY

INSTRUCTIONS AND DEFINITIONS FOR OE FORM 2300-8

SELECTED ADULT EDUCATION ACTIVITIES IN INSTITUTIONS OF HIGHER EDUCATION, 1967-68

OE Form 2300-8 is designed to determine adult or continuing education activities in institutions of higher education and to obtain estimates of the volume of these activities. The data will make it possible to design surveys in the field of higher adult education and to obtain information of a more detailed nature, as needed for the planning and evaluation of these activities.

Higher adult or continuing education includes activities designed for adults and out-of-school youth who are not regularly enrolled as students and whose needs are not ordinarily met by regular degree courses.

The survey is *institution-wide* in scope and activities of all schools or units are to be reported. Include activities of undergraduate, graduate and professional schools, schools of general studies, technical institutes, in addition to those conducted by extension departments, special institutes, bureaus, or other units of your institution.

An activity should be reported if it is *sponsored wholly or partly by your institution* and it is part of the instructional staff's *(resident and extension)* official university program. The activities are often offered by a distinct administrative unit, e.g., extension division, evening college. Registration is for courses of instruction given under programs of optional degree credit and/or noncredit. Activities conducted jointly with nonacademic organizations are also reportable.

To insure full coverage it is recommended that your institution designate *one* person as coordinator with responsibility for assuring that the requested information is obtained from all relevant institutional components. The coordinator may request additional copies of OE Form 2300-8 to distribute to the reporting units of the institution to use in compiling an institution-wide return.

Please read the instructions, definitions, and schedules that follow before compiling the data. If you need clarification on any of the items or additional copies of this form, please call Miss Florence B. Kemp, Area Code 202, 963-5968 in Washington, D.C.

INSTRUCTIONS

1. TIME PERIOD COVERED. Include all courses of instruction completed by your institution between July 1, 1967 and June 30, 1968 or for another *12-month* period in 1967-68 that includes summer sessions and intersessions. *(Do not include programs begun, but not completed in the 12-month period.)*

2. SCOPE OF THE STUDY. Report consolidated data; include the activities of the main campus, branches, extension centers, other campuses, all departments or divisions, and all other units of your institution. Report activities conducted on or off-campus, including activities scheduled during any time of the year with meetings conducted during the day, afternoon, or evening or weekends.

3. ESTIMATED REGISTRATIONS. Registrations refer to the total number of participants for each type of activity, not to individual persons; i.e., one individual may account for more than one registration. Include registrations for all of the sections of the activity each time it is offered during the twelve-month period. The estimated total number of registrations for each type of activity is requested.

4. EXCEPTIONS AND EXCLUSIONS are listed below:

a. Exclude activities which include less than 3 hours of planned instruction.

b. Exclude activities which are primarily social or recreational. *(This exclusion would not apply, however, to swimming classes or other organized recreational courses which include 3 or more hours of planned instruction.)*

c. Exclude high school courses and activities for high school youths.

d. Exclude courses creditable toward academic degrees or similar awards, including courses based on 1-year or 2-year curriculums. Enrollees in such courses should be reported in the regular enrollment forms of this survey, i.e., OE Forms 2300-1, 2300-2.3, 2300-2.8, 2300-5 and 2300-6. *(Courses reportable on those forms—and not reportable here—include: (i) Correspondence courses creditable toward a degree or other formal award; (ii) Courses leading to certificates which are essentially equivalent to bachelor's or higher degrees; and (iii) Curriculums of 1-, 2-, or 3-year programs leading to degrees or other awards in occupational areas, including curriculums of at least 1 year whose completion makes the student eligible, upon examination, for licensing by a State authority.)*

DEFINITIONS

CREDIT CATEGORIES

DEGREE-CREDIT—OPTIONAL. This term refers to certain types of recognition other than credit normally used toward a degree or other formal award. An example of a degree-credit—optional activity might be that contributing toward occupational advancement, or certification or other recognition of attendance; such recognition may be a kind which, though not automatically credited toward a degree or other formal award, may be so credited on the initiative of the student.

NONCREDIT. This term includes instructional activities exclusive of the degree-credit—optional activities defined above.

TYPE OF ACTIVITY

1. **CLASS.** A regularly scheduled meeting of a group formally organized for instruction in a specific topic or area, and extending over an entire session or intersession.

2. **SHORT COURSE.** A short course differs from a class as defined above only insofar as it extends over a more limited time period and may begin and terminate at any time.

3. **CONFERENCE, INSTITUTE, AND/OR WORKSHOP.** An organized instructional program which meets for 3 hours or more in continuous session except for meals and recesses.

4. **LECTURE SERIES.** A form of activity consisting essentially of a series of lectures. The presentations are often based on a common theme. Registration for the entire series is encouraged although attendance at individual lectures may be permitted.

5. **DISCUSSION GROUP.** A method of instruction with regularly scheduled meetings that have intervening time periods. The major emphasis is upon the intellectual interaction of the group. Participation is emphasized.

6. **CORRESPONDENCE COURSE.** A course of instruction involving a continuing exchange between instructor and student and conducted primarily by written communication.

7. **CLOSED CIRCUIT TV INSTRUCTION.** Instruction through the medium of TV with program preparation and distribution completely controlled by the institution.

8. **BROADCAST TV INSTRUCTION.** Instruction over commercial or educational TV channels which is available to the public but permits viewers the option of registering with your institution and meeting its requirements. The registration to be reported is that for which there is some evidence of participation, e.g., registration for credit, purchase of a study guide, etc.

9. **CLOSED CIRCUIT AUDIO-INSTRUCTION.** Instruction over a closed circuit audio system completely controlled by the institution.

10. **BROADCAST RADIO INSTRUCTION.** Instructions broadcast over one or more radio stations available to the public but allows listeners to exercise the option of registering with your institution and meeting its requirements. The registration to be reported is that for which there is some evidence of participation, e.g., registration for credit, purchase of a study guide, etc.

COMMUNITY DEVELOPMENT AND COMMUNITY SERVICE PROGRAMS

Community development and community service programs ordinarily focus on *(a)* citizen participation in improving the physical and social environment, *(b)* the problem-solving process, and/or *(c)* services to the public as a whole.

CONSULTATION OR TRAINING SERVICES

This includes counseling or training services given as part of a community development or community service program.

PROFESSIONAL REFRESHER COURSE

This includes study carried on by practicing members of a profession *(dentistry, engineering, law, medicine, etc.)*, as a means of keeping abreast of developments which directly affect them.

NOTE: Since community development and community service programs, and professional refresher courses utilize one or several of the types of activity listed above, they should be reported in terms of those activities in Part I and they should also be reported separately in Parts IV and VI, respectively.

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF EDUCATION
WASHINGTON, D.C. 20202

BUDGET BUREAU NO. 51-S67017
APPROVAL EXPIRES: 12-31-68

REPORTING DATE
NOT LATER THAN 9-1-68

HIGHER EDUCATION GENERAL INFORMATION SURVEY

SELECTED ADULT EDUCATION ACTIVITIES IN INSTITUTIONS OF HIGHER EDUCATION, 1967-68

1. INSTITUTION CODE NUMBER

Please read instructions and definitions before completing this form.

2. CORPORATE NAME AND ADDRESS OF INSTITUTION *(Include ZIP Code)*

3. NAME AND TITLE OF COORDINATOR

4. AREA CODE – TELEPHONE NUMBER – EXTENSION

5. IF IN 1967-68 YOUR INSTITUTION CONDUCTED NO ADULT EDUCATION ACTIVITIES AS DEFINED IN THIS SURVEY, CHECK BOX BELOW, COMPLETE ITEMS 1 THROUGH 4 ONLY AND RETURN THIS FORM TO U.S. OFFICE OF EDUCATION. OTHERWISE, COMPLETE ALL APPLICABLE ITEMS.

☐ NO ACTIVITIES IN SCOPE OF THIS SURVEY

ADULT EDUCATION ACTIVITIES, 1967-68

PART I – TYPES OF ACTIVITIES AND REGISTRATION. In Columns (b) and (c), enter the estimated or anticipated total registration for this type of activity. For each activity with over 200 registrants, please report details in Part III. This tabulation includes activities of community development and community service programs with 3 or more hours of planned instruction. Professional refresher courses also may involve more than one type of activity and are included in this tabulation. Details are reported in Parts IV and VI. These data do not reflect consultation services which are separately reported in Part V.

TYPE OF ACTIVITY (a)	ESTIMATED REGISTRATIONS		TYPE OF ACTIVITY (a)	ESTIMATED REGISTRATIONS	
	DEGREE-CREDIT OPTIONAL ACTIVITIES (b)	NONCREDIT ACTIVITIES (c)		DEGREE-CREDIT OPTIONAL ACTIVITIES (b)	NONCREDIT ACTIVITIES (c)
1. CLASSES			8. BROADCAST TV INSTRUCTION		
2. SHORT COURSES			9. CLOSED CIRCUIT AUDIO-INSTRUCTION		
3. CONFERENCES, INSTITUTES, AND/OR WORKSHOPS			10. BROADCAST RADIO INSTRUCTION		
4. LECTURE SERIES			11. OTHER *(Specify)*		
5. DISCUSSION GROUPS					
6. CORRESPONDENCE COURSES			12.		
7. CLOSED CIRCUIT TV INSTRUCTION					

PART II – SUMMARY OF LISTINGS. Enter the total number of activities in 1967-68 for each item listed below. An activity is defined as an individual lecture series, correspondence course, discussion group, etc.

ITEM	NUMBER OF ACTIVITIES
1. COURSES OF INSTRUCTION WITH 200 OR MORE TOTAL REGISTRATIONS *(List in Part III)*	
2. COMMUNITY DEVELOPMENT PROGRAMS AND COMMUNITY SERVICE PROGRAMS *(List in Part IV)*	
3. PROFESSIONAL REFRESHER COURSES *(List in Part VI)*	

CORPORATE NAME OF INSTITUTION	1. INSTITUTION CODE NUMBER

PART III – ACTIVITIES WITH OVER 200 REGISTRATIONS. For any individual adult education activity such as an institute, a conference, short course, etc., with 200 or more registrations, please furnish the detail outlined below. NOTE: Exclude community development and community service program activities, consultative service, and professional refresher courses. They are separately reported in Parts IV, V, and VI, respectively.

NAME OF PROGRAM *(a)*	ESTIMATED REGISTRATIONS *(b)*	SPONSORING ADMINISTRATIVE UNIT *(c)*	TYPE OF ACTIVITY *(Use categories listed in Part I.)* *(d)*	SUBJECT OR AREA OF MAJOR PROGRAM INTEREST* *(e)*

*Select subject or area of major program interest from the following list:

Agriculture & forestry	Education	Humanities	Social science & psychology
Biological sciences	Engineering	Law	Interdisciplinary *(if no single area was the focus)*
Business & commerce	Health professions	Physical sciences & mathematics	All other areas *(specify)*

CORPORATE NAME OF INSTITUTION	1. INSTITUTION CODE NUMBER

PART IV - COMMUNITY DEVELOPMENT AND COMMUNITY SERVICE PROGRAMS. Exclude consultation services, which are to be reported in Part V, if offered. Each activity of the program which includes 3 or more hours of planned instruction is to be listed separately. Select from Part I the type of activity applicable, record it in Column *(e)* and report details in Columns *(f)* and *(g)*.

NAME OF PROGRAM *(a)*	TOPICS COVERED *(If not fully indicated by name of program)* *(b)*	PROGRAM FEDERALLY SPONSORED IN WHOLE OR PART		TYPE OF ACTIVITY *(Use categories listed in Part I.)* *(e)*	ESTIMATED REGISTRATIONS	
		YES *(c)*	NO *(d)*		DEGREE-CREDIT OPTIONAL ACTIVITIES *(f)*	NON-CREDIT ACTIVITIES *(g)*

CORPORATE NAME OF INSTITUTION	1. INSTITUTION CODE NUMBER

PART V - CONSULTATION SERVICE IN CONJUNCTION WITH COMMUNITY DEVELOPMENT AND COMMUNITY SERVICE PROGRAMS

NAME OF COMMUNITY DEVELOPMENT OR COMMUNITY SERVICE PROGRAM, AS IN PART IV *(a)*	RECIPIENT OF SERVICE OFFERED *(b)*	PURPOSE OF CONSULTATION *(Brief description)* *(c)*

CORPORATE NAME OF INSTITUTION	1. INSTITUTION CODE NUMBER

PART VI - PROFESSIONAL REFRESHER COURSES. Each professional refresher course which includes 3 or more hours of instructional activities is to be listed separately. Since each course may combine several types of instruction, select from Part I, the type of instruction*(s)* applicable to each course and record it in Column *(d)*.

PROFESSION *(a)*	ESTIMATED REGISTRATIONS *(b)*	SPONSORING ADMINISTRATIVE UNIT *(c)*	TYPE OF ACTIVITY *(Use categories listed in Part I.)* *(d)*	TOPIC *(e)*